

BID OPENING: NOVEMBER 17, 2008.

BIDS SHALL BE PUBLICLY OPENED AT 11:00 A.M., PREVAILING WASHINGTON, D.C. TIME.

ANY QUESTIONS BEFORE AWARD CONCERNING THESE SPECIFICATIONS CALL TONY HOOKS. AFTER AWARD, REFER ALL QUESTIONS TO YOUR CONTRACT ADMINISTRATOR WHOSE NAME APPEARS IN THE UPPER PORTION OF THE PURCHASE ORDER. (202) 512-0303. NO COLLECT CALLS.

FACSIMILE BID SPECIFICATIONS

U.S. Government Printing Office (GPO)
Washington, D.C.

GPO CONTRACT TERMS: Any contract which results from this Invitation for Bid will be subject to GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 6-01)) and Quality Assurance Through Attributes Program for Printing and Binding (GPO Publication 310.1, effective May 1979 (Rev. 8-02)).

RESTRICTION ON LOCATION OF PRODUCTION FACILITIES: All production facilities used in the manufacture of the product(s) ordered under this contract must be located within a 60-mile radius of zero milestone, Washington, D.C.

PRODUCT: 268 page publication with separate wraparound cover, "Lay-flat" perfect-bound. Text prints in two colors. Cover prints in 4-color process. Lamination required on covers 1, 4 and spine.

TITLE: Basic Guide To Exporting.

QUANTITY: 9,616 copies plus 80 Quality Assurance Random Copies.

TRIM SIZE: 8 x 10", bind on 10" dimension.

GOVERNMENT TO FURNISH: One CD-Rom generated on Macintosh Model G5 with system version OSX.10.5.4 using InDesign Version CS3, Illustrator Version CS3 and Photoshop Version CS3. Files are supplied in Native format. Contractor to supply the following fonts: Univers (T1) 65 Bold; Univers LT Std 55 Oblique; Symbol (T1) Medium.

Color visuals are to be used as a guide.

GPO Form 892 proof label.

One reproduction proof, Form 905 with labeling and marking specifications.

Identification markings such as register marks, ring folios, rubber stamped jacket numbers, commercial identification marks of any kind, etc., except GPO imprint, form number, and revision date, carried on copy or film, must not print on finished product.

CONTRACTOR TO FURNISH: All materials and operations, other than those listed under "Government to Furnish," necessary to produce the product(s) in accordance with these specifications.

Prior to image processing, the contractor shall perform a basic check (preflight) of the furnished media and publishing files to assure correct output of the required reproduction image. Any errors, media damage, or data corruption that might interfere with proper file image processing must be reported to the Contract Administrator.

The contractor shall validate integrity and predictability of the listed software under "Government to Furnish" through preflight operations. Contractor is to check for potential problems in the following areas: fonts; missing links; ink colors; print settings; and external plug-ins. In addition, the contractor shall check all photographs for the proper dpi

(minimum 300 dpi) and CMYK format. The contractor shall notify GPO immediately if there is damage to the electronic file, file corruption, difficulties in image processing, and errors discovered during the preflight operations.

NOTE: GPO's Quality Assurance section completed a preflight of the files and identified the following problems: Missing fonts - Univers (T1) 65 Bold; Univers LT Std 55 Oblique; Symbol (T1) Medium. The contractor shall correct preflight problems found by GPO. Additional problems identified by the contractor through its own preflight operations shall be reported to the GPO immediately

PROOFS: One set of digital color content proofs for entire publication. At contractor's option, a film-based composite blueline may be submitted provided direct to plate is used to produce the final product.] Proofs must be created using the same Raster Image Processor (RIP) that will be used to produce the product. Proofs shall be collated with all elements in proper position (not pasted up), imaged face and back, trimmed and folded to the finished size of the product.

One set of digital one-piece composite laminated color proofs on the actual production stock (Kodak Approval, Screen TrueRite, Dupont Thermal Waterproof, Polaroid PolaProof, CreoSpectrum, or Fuji Final Proof) with a minimum resolution of 2400 dpi for Covers 1 thru 4, spine, and 16 text pages (page numbers to be specified by the customer). At contractor's option, a film-based composite laminated color proof on the actual production stock may be submitted provided direct to plate is used to produce the final product. The make and model number of the proofing system utilized shall be furnished with the proofs.

These proofs must have all elements in press configuration and must indicate margins. Proofs will be used for color match on press and must show dot structure. Inkjet, photographic, and overlay proofs are not acceptable. The proofs must contain color control bars for each color of ink on the sheet. Control bars must be placed parallel to the press's ink rollers. The control bars (such as Brunner, GATF, GRETAG, or RIT) must show areas consisting of minimum 3/16" x 3/16" solid color patches; tint patches of 25, 50 and 75%; dot gain scale; and gray balance patches for process color (if applicable). These areas must be repeated consecutively across the sheet.

Submit proofs together with the furnished media (copy/transparencies/electronic files) to the U.S. Government Printing Office, Contract Management Division, Contract Compliance Section (PPSC), Washington, D.C. 20401. Furnished proof label must be filled in by the contractor and used on all proof packages.

The contractor must not print prior to receipt of an "OK to print."

STOCK/PAPER: The specifications of all paper furnished must be in accordance with those listed herein or listed for the corresponding JCP Code numbers in the "Government Paper Specification Standards No. 11" dated February 1999.

Text: White No. 1 Coated Text, Dull-Finish, basis weight: 70 lbs per 500 sheets, 25 x 38", equal to JCP Code A261.

All text paper used in each copy must be of a uniform shade.

Cover: White No. 1 Coated Cover, Dull-Finish, basis weight: 100 lbs per 500 sheets, 20 x 26", equal to JCP Code L61.

All cover paper must have the grain parallel to the spine.

PRINTING: Covers 1-4 and spine print head to head in 4-color process. Image consists of full coverage type and illustrations with some type reversing to white. Laminate the entire surface, after printing, of covers 1, 4 and spine with a satin film laminate, having a thickness of approx. .0015". The laminated product must have no distortion of the printed matter and must remain clear and legible.

Text pages i-xii, and 1-254 print head to head in a match of Pantone 130 yellow and 448 brown. Image consists of brown and yellow type, line matter, flat tints, halftones and duotones. Pages print to, and must align across the bind.

Contractor to match the final OK'd proofs or press sheets.

Must be printed on a press capable of printing four colors in a single pass through the press (minimum four printing units).

PRESS SHEET INSPECTION: Final makeready press sheets will be inspected and approved at the contractor's plant for the purpose of establishing specified standards for use during the actual press run. Upon approval of the sheets, contractor is charged with maintaining those standards throughout the press run (within QATAP tolerances when applicable) and with discarding all makeready sheets that preceded approval. See GPO Publication 315.3 (Guidelines for Contractors Holding Press Sheet Inspections) issued September 1991. Note: A press sheet inspection is for the purpose of setting specific standards that are to be maintained throughout the entire run. It does not constitute a prior approval of the entire run.

Press sheets must contain control bars for each color of ink on the sheet. Control bars must be placed parallel to the press's ink rollers. The control bars must show areas consisting of 3/16 x 3/16" minimum solid color patches; tint patches of 25, 50, and 75%; dot gain scale (such as, BRUNNER, GATF, GRETAG, or RIT); and gray balance patches for process color (if applicable). These areas must be repeated across the entire press sheet.

MARGINS: Inadequate gripper, uncommon bleeds. Follow furnished electronic media.

BINDING: Score covers at spine and also 1/4" from spine on front and back covers. Wraparound cover and text to be bound on the 10" left with "Lay-Flat" adhesive binding (Otabind or equal); trim three sides.

PACKING: For 3,038 copies: Pack suitable per shipping container.

For 4,616 copies Pack suitable per shipping container.

For 1,962 copies: Pack suitable per shipping container

Pallets are required.

LABELING AND MARKING (package and/or container label): Reproduce shipping container label from furnished repro, fill in appropriate blanks and attach to shipping containers.

QUALITY ASSURANCE LEVELS AND STANDARDS: The following levels and standards shall apply to these specifications:

Product Quality Levels:

(a) Printing Attributes -- Level II.

(b) Finishing Attributes -- Level II.

Inspection Levels (from ANSI/ASQC Z1.4):

(a) Non-destructive Tests -- General Inspection Level I.

(b) Destructive Tests -- Special Inspection Level S-2.

Specified Standards: The specified standards for the attributes requiring them shall be:

<u>Attribute</u>	<u>Specified Standard</u>
P-7. Type Quality and Uniformity	O.K. Press Sheets
P-8. Halftone Match (Single and Double Impression)	O.K. Press Sheets
P-9. Solid and Screen Tint Color Match	O.K. Press Sheets
P-10. Process Color Match	O.K. Press Sheets

Special Instructions: In the event that inspection of press sheets is waived by the Government, the following listed alternate standards (in order of precedence) shall become the Specified Standards:

P-7. Electronic media.

P-8. Electronic media

P-9. Pantone Matching System color.

P-10. Proofs, Government furnished sample.

QUALITY ASSURANCE RANDOM COPIES: In addition to the Departmental Random Copies (Blue Label), the contractor may be required to submit quality assurance random copies to test for compliance against specifications.

The purchase order/specifications will indicate the number required, if any. When ordered, the contractor must divide the entire order into equal sublots and select a copy from a different general area of each subplot. The contractor will be required to execute a statement furnished by GPO certifying that copies were selected as directed. Copies will be paid for at the running rate offered in the contractor's bid and their cost will not be a consideration for award. A copy of the purchase order/specifications must be included.

Business Reply Mail labels will be furnished for mailing the quality assurance random copies. The copies are to be mailed at the same time as the first scheduled shipment. A U.S. Postal Service approved Certificate of Mailing, identified by Jacket and Purchase Order numbers, must be furnished with billing as evidence of mailing.

DISTRIBUTION: Ship the following f.o.b. destination:

Ship furnished material and 80 Departmental Random (Blue Label) copies to Dept. of Commerce, 1401 Constitution Ave, NW, Washington, DC 20230. Attn: John Ward, Room 3420.

Ship 3,038 copies to Department of Commerce Warehouse, 7900 Cedarville Road, Brandywine, MD 20613 Note: Contractor must call at least 24 hours prior to delivery.

Ship 400 copies to USFCS Headquarters, U.S. and Foreign Commercial Service, Attention: Jennifer Kirsch, c/o U.S. Dept. of Commerce Print Shop, 1401 Constitution Avenue, NW, Room H-28, Washington, DC 20230.

Ship 100 copies to International Trade Administration, Office of Public Affairs, ITA Public Affairs, Attention John Ward, Room H-3420, 1401 Constitution Avenue, NW, Washington, DC 20230.

Ship 15 copies, marked "File Copies" to the Library of Congress, Madison Building, Anglo-American Acquisition Division, Government Documents Section, C Street (between 1st & 2nd), SE, Washington, D.C. 20540.

Ship 601 copies marked "Depository Copies, Item 0231-B-05" to the U. S. Government Printing Office, Depository Receiving Section, 44 H Street, NW Loading Dock, Washington, D.C. 20401. Any cartons containing "Depository Copies", that are mailed to the GPO's Depository Receiving Section must be clearly marked to indicate the total number of cartons in the mailing. For example: 1 of 3; 2 of 3; 3 of 3.

Ship 4,000 copies marked "Sales Copies, Req. No. 7-01368" to the U.S. Government Printing Office, Documents Warehouse, 8660 Cherry Lane, Laurel, Maryland 20707-4950.

Ship one sample copy to U.S. Government Printing Office, Attn: Dave Ward (202-512-0303), 27 G St., NW, Room C-838 Mail Stop CSAPS, Washington, D.C. 20401

Ship the following f.o.b. contractor's city:

Ship 1,060 copies to approx 105 USFCS domestic destinations in accordance with the furnished distribution list (Excel file: CSOfficesDistribution.xlsx) via traceable means using the most economical method.

Ship 244 copies to 122 USFCS overseas post destinations via USPS pouch mail in accordance with the furnished distribution list (Excel file: CSOFFICEDistribution.xlsx).

Ship 63 copies to 9 TPCC Agencies via USPS or other common carrier in accordance with the furnished distribution list (Excel file: TPCC Distribution List.xlsx).

Ship 95 copies to 19 USFCS Commercial partners destinations via USPS or other common carrier in accordance with the furnished distribution list (Excel file: Partner Distribution List.xlsx).

All expenses incidental to returning materials, submitting proofs, and furnishing sample copies must be borne by the contractor.

SCHEDULE: Furnished material will be available for pick up at the U.S. Government Printing Office, 27 G St., NW, Washington, D.C. 20401, on November 18, 2008.

Submit proofs as soon as the contractor deems necessary in order to comply with the shipping schedule. Proofs will be withheld 2 workdays from receipt in the GPO until they are made available for pickup by the contractor.

The contractor must notify the GPO of the date and time the press sheet inspection can be performed. In order for proper arrangements to be made, notification must be given at least 2 workdays prior to the inspection. Notify the U.S. Government Printing Office, Contract Management Division, Quality Assurance Section (PPSQ), Washington, DC 20401, or telephone area code (202) 512-1162. Telephone calls will only be accepted between the hours of 8:00 am and 2:00 pm, prevailing eastern time. Note: See contract clauses, paragraph 14(e)(1), Inspections and Tests of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 6-01)). When supplies are not ready at the time specified by the contractor for inspection, the Contracting Officer may charge to the contractor the additional cost of the inspection.

Ship complete to arrive at destinations on or before December 15, 2008.

Unscheduled material such as shipping documents, receipts or instructions, delivery lists, labels, etc., will be furnished with the order or shortly thereafter. In the event such information is not received in due time, the contractor will not be relieved of any responsibility in meeting the shipping schedule because of failure to request such information.

Toll Free WATS lines to the GPO are available to successful bidders to report information regarding compliance with schedule requirements under "SCHEDULE". The toll free number is 1-800-424-9470 or 9471 and for calls originating in the Washington, D.C. area, (202) 512-0516 or 0517. Personnel answering these calls will be unable to respond to questions of a technical nature. These calls cannot be transferred to other telephones in GPO.

OFFERS: Offers must include the cost of all materials and operations for the total quantity ordered in accordance with these specifications. In addition, a price must be submitted for each additional 1,000 copies. The price for additional quantities must be based on a continuing run, exclusive of all basic or preliminary charges and will not be a factor for determination of award.

SUBMIT BIDS TO: U.S. Government Printing Office, Bid Section (PPSB), 36 H Street NW, Room C-161, Washington, D.C. 20404. **FACSIMILE BIDS are permitted. Submit TWO copies of each facsimile bid to FAX No. 202-512-1782, one bid per facsimile.** Refer to Solicitation Provisions in GPO Contract Terms (GPO Publication 310.2), Page 1, Paragraph 6.